

COUNTY COUNCIL
OF
HARFORD COUNTY, MARYLAND

BILL NO. 76-41Introduced by Council President Freeman at the request of the CountyLegislative Day No. 76-13Date: April 20, 1976

Executive

AN EMERGENCY ACT to repeal and re-enact with amendments Section 201A (a),
of the Code of Public Local Laws of Harford County
(1965 Edition, as amended), heading, "Classified Service",
subheading, "Position Classification Plan"; to provide
for temporary classifications to comply with State
and Federal Grants.

By the Council, April 20, 1976

Introduced, read first time, ordered posted and public hearing scheduled

on: May 18, 1976at: 7:15 p.m.By Order: Angela Markowski, Secretary

PUBLIC HEARING

Having been posted and Notice of time and place
of hearing and Title of Bill having been published according to the
Charter, a public hearing was held on May 18, 1976
and concluded on May 18, 1976.

Angela Markowski, SecretaryBILL NO. **76-41**

1 Section 1. *Be It Enacted By The County Council Of Harford County,*
2 *Maryland,* that Section 201A (a), heading, "Classified Service",
3 subheading, "Position Classification Plan", of the Code of Public
4 Local Laws of Harford County (1965 Edition, as amended), be,
5 and it is hereby repealed, and new Section 201A (a), heading,
6 "Classified Service", subheading, "Position Classification Plan",
7 be, and it is hereby added to the Code of Public Local Laws
8 of Harford County (1965 Edition, as amended), to stand in lieu
9 of the Section repealed, all to read as follows:

10 201A. Classified Service.

11 (a) Position Classification Plan

12 (1) Definition

13 (i) Position - is a group of duties and
14 responsibilities to be performed by an employee. A position may
15 be occupied or vacant.

16 (ii) Position Description - is a written
17 explanation of one (1) position or of several very similar
18 positions which always includes a title, a general definition of
19 responsibilities, a list of typical duties and the minimum
20 qualifications.

21 (iii) Position Classification - the grade and
22 pay plan applicable to any position in connection with title,
23 working or office titles may be used for purposes of internal
24 administration.

25 (2) Administration

26 (i) The Personnel Officer shall be responsible
27 for the administration of the approved Position Classification
28 Plan.

29 (ii) If an approved classification does not
30 exist, the Personnel Officer shall recommend to the Personnel
31

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1 Advisory Board the establishment of a new classification for
2 their approval, adoption and inclusion in the Position
3 Classification Plan.

4 (iii) Abolishment or reclassification of any
5 position in the Position Classification Plan must be approved by
6 the Personnel Advisory Board.

7 (iv) Any changes or additions to the Position
8 Classification Plan shall become effective only after approved
9 by the County Council.

10 (v) Temporary classifications may be established
11 as required to comply with State and Federal Grants and do
12 not have to be in the approved Classification Plan for permanent
13 employees. No person employed under a temporary classification
14 shall be assigned as, or paid as, a permanent employee until the
15 position has been duly adopted in the Classification Plan for
16 permanent employees, and the position has been subjected to the
17 normal hiring procedures for new positions.

18 (3) Maintenance of Plan

19 (i) The Personnel Officer may require department
20 heads to complete and submit position questionnaires on an
21 annual basis or sooner if needed.

22 (ii) The original copy of all positions in the
23 Position Classification Plan will be maintained in the office
24 of the Personnel Officer.

25 Section 2. *And Be It Further Enacted*, that this Act is hereby
26 declared to be an Emergency Act, necessary for the proper
27 administration of State and Federal Employee Grants, and shall
28 take effect on the date it becomes law.

29 EFFECTIVE: June 8, 1976

The Secretary of the Council does hereby
certify that fifteen (15) copies of this bill
are immediately available for distribution to
the public and the press.

Angela Markowski
Secretary

LIBER 2 PAGE 591

BY THE COUNCIL

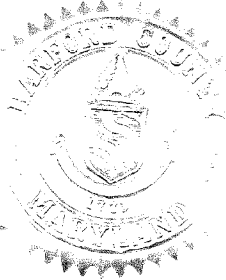
Read the third time.

Passed SLSD 76-17 May 25, 1976 ~~XXXXXXXXXXXXXXXXXXXX~~~~XXXXXX~~

By order

Angela Markowski, Secretary

Sealed with the County Seal and presented to the County Executive
 for his approval this 26th day of May, 1976
 at 3:00 o'clock P.M.

Angela Markowski, Secretary

BY THE EXECUTIVE

APPROVED:

[Signature]
County ExecutiveDate June 8, 1976

BY THE COUNCIL

This Bill, having been approved by the Executive and
 returned to the Council, becomes law on June 8, 1976.

Angela Markowski
 Angela Markowski, Council Secretary

Rec'd for record 7/7 1976 at 11:30 A.M.
 Same day recorded & examined, per
 H. Douglas Chilcoat, Clerk